

<<Project Name>> Work Order

Tacking Number: <<Agency Acronym-XXX>>

Date: Month dd, yyyy

Department:	<<Department Name>>
Division:	<<Division Name>>
Project Name:	<<??>>
Description of Work:	<<Description>>
Project Impact on Infrastructure:	<< Specific Description of expected impact to agency and portal infrastructure>>
Security:	<< Specific Description of expected security issues to agency and portal systems>>
Service Deliverables:	<<Line Item list of deliverables>>
Software Deliverables:	The website will be delivered to SIPA for hosting and maintenance on portal servers.
Hardware Deliverables:	<<Line Item list of deliverables>>
Other Deliverables:	<<Line Item list of deliverables>>
Development Schedule:	<p>Data Gathering & Prototyping: Approximately <<XX>> weeks</p> <p>The work order will be approved by the department and SIPA.</p> <p>Development Planning & Coding: Approximately <<XX>> weeks</p> <p>Testing: Approximately <<XX>> weeks</p> <p>Implementation: Approximately <<XX>> weeks: this will include a press release and possible press event.</p> <p><i>During the development process, it is common for unforeseen delays to occur. Colorado.gov will notify the department and SIPA immediately of any changes in projected dates. <<Agency Acronym>> will notify Colorado.gov and SIPA of any changes in their ability to assist in this project.</i></p>

Statutory Fee Collected on behalf of <<Agency Acronym>>:

<<fee amounts>>

Remittance Provisions:

<<typically: "When funds for transactions are settled.">>

Fee Collected on Behalf of Portal:

<<fee amounts>>

Colorado.gov Project Manager:

John E. Thomas
Director of E-Government Services
303.534.3468 x102
jthomas@www.colorado.gov

<<Agency Acronym>> Project Manager:

<<Department/Agency Project Manager Information>>

Customer Support (Help Desk):

Colorado.gov will provide customer support for this service through the help desk for the State's E-Government services. Colorado.gov will pass issues and policy questions beyond the scope of the service to <<name of department project manager>>.

Additional Terms:

<<This section may contain any mutually agreed to caveats associated with the project, such as those listed below..>>

Colorado.gov agrees (and is contractually bound) to follow all confidentiality requirements set by <<Agency Acronym>>.

Colorado.gov will not charge <<Agency Acronym>> for development, maintenance or customer support of this service.

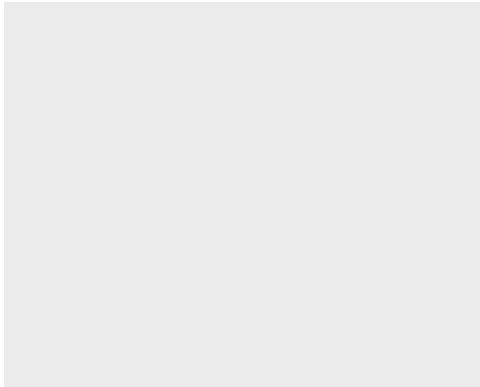
Colorado.gov will be responsible for the maintenance of the delivered code. The code will reside on the SIPA infrastructure housed at 690 Kipling in the state's data center.

Colorado.gov will follow the Business Process Model described in the Colorado.gov Business Plan in order to facilitate the delivery of this project.

<<Agency Acronym>> must give Colorado.gov a reasonable amount of time to update and support this service when changes are made or requested.

This Appendix is a supplement to, and subject to the terms and conditions of, the Eligible Government Entity Agreement between the State Internet Portal Authority (SIPA) and <<Agency Acronym>>.

This service is being developed as an enhancement to the State's portal known as Colorado.gov. All promotion of this service will be done using Colorado.gov as the access point. <<Agency



<<Acronym>> will work in coordination with SIPA and Colorado.gov on press releases, events, and promotions of this service.

<<Agency Acronym>> acknowledges that Colorado.gov exercises no censorship or control over content furnished by <<Agency Acronym>> to Colorado.gov for this website; that this website will be built by Colorado.gov in accordance with the direction from and with the purpose to achieve the functionality requested by, <<Agency Acronym>>; and that <<Agency Acronym>> will be required to sign a statement that the website has achieved such purposes as built, before Colorado.gov deploys the website on the State's portal.

Gregg Rippey, Executive Director
Statewide Internet Portal Authority

Date

<<Department Signer, Title>>
<<Department Name>>

Date

Rich Olsen, General Manager
Colorado.gov

Date